

ATTACHMENT A
HOPWA SERVICE SCOPE OF WORK
FY 2003-2004, 2004-2005, 2005-2006

SERVICE CATEGORY: Housing Case Management

AGENCY: Inland AIDS Project

(For each service category proposed submit a separate Scope of Work form for each Fiscal Year)

The contractor shall accomplish the following objectives. This shall be done by performing the specified activities and evaluating the results using the listed methods to focus on process and/or outcome.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	PROGRESS REPORT
1. By June 30, 2005. Inland AIDS Project San Bernardino Case Managers will identify, and screen all clients for eligibility and process (gather, fill out, copy and send) all necessary information to assist an estimated 100 eligible clients to obtain housing , and utility assistance with HOPWA funds.	1a. VP for Operations hires case managers.	Completed	
	1b. VP for Operations orients case managers.	Completed	
		7/1/04 - 6/30/05	
	1c. Case Managers complete intake and comprehensive assessment of all new clients and annual reassessment of existing clients including: a. Proof of HIV b. Verification of Income	7/1/04 - 6/30/05	
	1d. Case Managers develop an individualized service plan for clients based upon the comprehensive assessment.	7/1/04 - 6/30/05	
	1e Case managers determine appropriate type of assistance (short term, tenant based, RCFCI, Shelter Pus, Residential Treatment, low cost IAP		

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	rental) and payment source (FEMA, HOPWA, Ryan White Title I) based on ISP.	7/1/04 - 6/30/05	
	1f. Case Managers determine clients eligibility for specific type of assistance requested based on income, verification of HIV status and number of weeks of assistance previously used.	7/1/04 - 6/30/05	
	1g. Case Managers facilitate completion of all required forms for requested assistance.	7/1/04 - 6/30/05	
	1h. Case Managers coordinate with the central fund administrator for payment.	7/1/04 - 6/30/05	
	1i. Case Managers provide education and referrals for credit counseling, budgeting, and low cost utility programs.	7/1/04 - 6/30/05	